

Lake County 4-H Council

Funds Request Form

Form must be submitted to Extension Office prior to upcoming council meeting. Keep in mind meetings take place on the first Tuesday of most months; this form will need to be submitted far enough in advance to be reviewed in a timely fashion.

Date: _____ 4-H Club or Group: _____

Person(s) Requesting Funds: _____

Phone Number: _____ Email: _____

Total Amount Requested: _____

Item or Activity: _____

Describe the nature of request. Please explain **IN DETAIL** below or on an additional paper what the requested funds will be used for, when the funds are needed, and who will benefit from this request.

What are your plans to fund a portion of this event? _____

This form must be submitted to the Lake County Extension Office. Please allow up to 4 weeks for funds to be processed.

If receipts are required, you agree to turn in receipts to Lake County 4-H Council within a week after you return from the event. You also agree to present a report to the 4-H Council at the next regular meeting after the event has taken place.

Requestor's Signature _____ Date _____

(For Council Use Only)

Approved ☐ Denied ☐ Date: _____ Amount approved \$ _____

4-H Extension Agent: _____ Date: _____

4-H Council Treasurer: _____ Date: _____

4-H Council President: _____ Date: _____